

POSITION DESCRIPTION
Maintenance Specialist - Carpenter/Locksmith

SECTION I: GENERAL INFORMATION

Position Title: Maintenance Specialist - Carpenter/Locksmith	Department: Maintenance
Immediate Supervisor's Position Title: Director of Buildings and Grounds	FLSA Status NonExempt
Salary Range: \$35.49 per hour (Step 9)	
General Summary of Purpose of Job: The Maintenance Specialist performs a wide range of repairs and maintenance to equipment, tools throughout the district. Completes building space setup and redesign.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties
1.	Perform a wide variety of skilled repairs to facility doors, windows, locks, glass, door closers, work spaces, machines and equipment, plumbing, electrical, low voltage systems, etc.
2.	Respond to work order requests and complete repairs that do not require outside vendors.
3.	Perform skilled construction projects such as casework replacement, counter top replacement, caulking etc.
4.	Operate and maintain boilers, HVAC and related equipment.
5.	Perform fabrication and repairs on district vehicles and grounds/snow removal equipment.
6.	Complete welding and fabrication on equipment and tools as needed.
7.	Develop schedule and perform preventive maintenance work.
8.	Inspect equipment to determine repair and maintenance needs.
9.	Maintain tools and equipment available for use.
10.	Maintain a neat and orderly work area.
11.	Perform repairs or replacements to equipment as necessary. Resolve situations that could become a hazard throughout the district.
12.	Monitor/inspect outside contractors' work to ensure completion and cleanup.
13.	Solve problems using good judgment and follow through to completion.

14.	Communicate effectively and respectfully to ensure clear and accurate information is shared.
15.	Adhere to standard safety procedures and utilize personal protective equipment (PPE).
16.	Respond to emergency situations after regular hours as needed.
17.	Available for call backs as needed.
18.	Perform a variety of grounds maintenance including mowing, trimming, landscaping, weed control, athletic field lining and snow removal.
19.	Perform maintenance and care for a variety of equipment, vehicles and playground equipment.
20.	Perform other tasks including moving furniture, painting, vandalism cleanup, and cleaning as necessary.
21.	Other duties as assigned

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:

- **High school diploma or equivalent.**
- **Must possess Second Class C Boiler License**
- **Must possess valid driver's license and maintain a clean driving record**

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:

- Completion of related trade school course
- Five years' related mechanical/carpenter experience
- Welding experience.
- Certified Pool Operator License
- Ability to read and interpret blueprints, sketches and diagrams.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

Knowledge, Skills, Abilities

- Knowledge and understanding of standard safety procedures.
- Demonstrated ability to operate effectively common hand and power tools.
- Demonstrated effective communication and supervisory skills.
- Ability to perform routine computer functions, including the use of email, Internet navigation and Microsoft Word

- Demonstrated prompt, regular and reliable attendance.
- Ability to work well and collaborate with others.
- Demonstrated ability to communicate effectively orally and in writing.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.		√	√	
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.		√		
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Work is generally characterized as **Light to Medium Work**, requiring frequent standing, walking, bending, reaching, and kneeling. The position involves occasional lifting, carrying, pushing, or pulling of materials and equipment, and may include lifting children or assisting with mobility, generally up to 30–40 pounds. The role requires active engagement in classroom, play, and care routines throughout the day.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by AT 4/29/26

Reviewed/updated:

Reviewed/updated: